

Ryan White CARE Act Title I

Inland Empire HIV Planning Council

Minutes of Meeting

Thursday, May 29, 2003

1:00 PM - 3:30 PM

J E S D

851 S. Mt. Vernon, Suite 16

Colton CA 92324

909-433-3300

Call to Order and Introductions

Joe Acosta, Co-chair, called the meeting to order at 1:00 PM. Introductions were made and persons in attendance were:

Members:

Joe Acosta
Rebecca Zeidler
Evelyn Valentino
Faith Davis-Bolton
Ed Cueto
Carolyn Harris
John Brown
Gregory French

William Trevizo
Darlene DeBayona
Sandra Bibb
Steve McGrew
Victoria Jauregui Burns
Leann Chamlee
Wayne McKinny, M.D.

Cherry Houston, Ph.D.
A. Lloyd Jones
Erin Comstock

Absences:

Fred Flotho, Jr
Jeffrey Byers
Lucie Smith

Edwin Zelaya
Danny Colon
Dr. Gary Feldman

Benita Ramsey
Thomas Prendergast, M.D.
Joshua Sparks

Other Attendees:

Jack Newby
Terry Benjamin
Danielle Dowling
Jim Woodward
Nick Shadowwolf

Oscar De La O
Susan Mackintosh
Frank Culberson
Mena Gorre

P. C. Support Staff:

Daniel Perez
Vicki Devore
Travette Smith

Public Comments

None

Agenda Additions, Revisions, and Corrections

Daniel Perez requested adding Parameters for Food Requests. Joe Acosta said that would go under old business. Steve McGrew requested an update from the Grantee on HIPPA regulations and office access. Joe Acosta said this HIPPA Update would go under the Grantee Report. Carolyn Harris made a motion to accept the revised agenda. Ed Cueto seconded the motion. The motion carried unanimously.

Motion #03-13 was approved.

For:	18
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

Review and Approval of Minutes

Consent Calendar

Will Treviso made a motion to accept the consent calendar and Ed Cueto seconded the motion. Steve McGrew said he had corrections to the minutes that could be handled as a discussion rather than pull them. He said that the motion regarding the IGA needed to show 8 not voting. Also, Steve had comments regarding mental health standards. He asked for outcomes to be put in the standards. Victoria Burns replied that outcomes were added when Standards could determine what would be appropriate and how it could be tracked. She said that including outcomes in all of the standards was the goal of the Standards Committee, although some of them are not easy to do. Steve said his question was if these standards were being approved as works in progress and Victoria Burns answered that they were. After discussion, Joe Acosta asked for all in favor to say aye. There was one nay vote. The motion carried. **See Attachments 1,2,3,4,5.**

Motion #03-14 was approved.

For:	17
Against	1
Abstentions:	0

Members present with no PC Form 700 on file: 0

Old Business

Daniel Perez reported on Parameters for Food Requests. **See Attachment 6.** He said this had been presented before, but would now be put before the Planning Council for a formal vote. Daniel explained the process for ordering the meals. A discussion followed. Steve McGrew made a motion that #3 be amended to read "to consider meeting length, including travel time". Will Trevizo seconded the motion. The motion carried unanimously.

Motion #03-15 was approved.

For:	18
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

New Business

None

Planning and Evaluation Report

Carolyn Harris gave a presentation on Priority Setting. **See Attachment 7 and Attachment 8.** A group discussion followed. Jim Woodward commented that the Conflict of Interest subject in the presentation does not reflect the current Conflict of Interest standards established by the Planning Council and also is not entirely reflective of the changes the Bylaws is working on, so Jim recommended that the group not take that discussion as definitive as what Conflict of Interest policy is with the Planning Council currently or in the future. Steve McGrew commented that a lot of the presentation was based on the Comprehensive Service Plan, which has not been finished and is still waiting for Chapter 13, which has a problem with the EPI data. Carolyn said the data had been updated and presented at the Planning Council Retreat and given to the members. Steve suggested that this be completed. Carolyn said the former information still holds and said the update is a crucial bit of information, and if anyone wants that information, to let staff know, and they will provide it.

John Brown presented recommendations for approval, **See Attachment 9**, as follows:

- I. EMA Residency Requirements for Title I – Title II Reimbursement
- II. Financial Eligibility
- III. New Service Category – MAI Pharmacy Assistance
- IV. Change Current Food Eligibility to 150% of Federal Poverty Guidelines

A group discussion followed. The group agreed to amend #4 of item I, and add consulate-issued ID. Joe Acosta said Oscar De La O had requested to make a public comment at this time. Oscar said regarding #9 Passport, that he would like the group to consider adding consulate-issued ID to that item, which local governments are beginning to accept as a formal ID card. He also commented on III, and said his understanding of the initiative was to address capacity building of organizations in local jurisdictions, and removing barriers to care. He expressed concern when local groups are using that money to supplement service categories that are already funded under the normal priority settings, and it allows for a dual system that potentially could be interpreted that services that are funded under the minority initiative such as Pharmacy are only for people of color and not the other money that goes to Pharmacy. He expressed concern that the minority initiative money will be used to supplement normal service categories and encouraged the group to continue with the intent of the initiative, which was to create capacity of local providers in the area and removing barriers to care for people of color.

Evelyn Valentino made a motion that item III be removed from the list of recommendations and Gregory French seconded the motion. John Brown said this was a recommendation that came from a committee, and if they wanted to send it back to committee, that is what they needed to do. A group discussion followed. Victoria Burns suggested an option for the group to vote on I, II and IV, and as a group decide to send III back to the Contingency Planning Committee. Ed Cueto made a motion to accept the recommendations of attachment No. 7 as presented. Gregory French said there was a motion already on the floor. Steve McGrew said that because these recommendations came from a committee, that recommendation was the primary motion on the floor. John Brown said he was willing to accept that III be removed from the recommendations and returned to the committee. A group discussion followed. Joe Acosta requested a vote on the recommendations, removing III and asking for a vote on I, II and IV with the words consulate-issued ID added to #4 of item I. The motion carried.

Motion #03-16 was approved.

For: 17
Against 1
Abstentions: 0

Members present with no PC Form 700 on file: 0

Victoria Burns said there was nothing else to report for this committee.

Grantee Report

Daniel Perez presented the Grantee Report. **See Attachment 10.** He explained the new format of the report and how information had been consolidated into matrix format. Daniel Perez addressed the subject of HIPPA and the rules restricting movement around the office. A discussion followed and a request was made to work on releasing restrictions for members to have more access to the office and information. Daniel Perez stated that he was working with County Counsel on this issue. He suggested a letter from the Planning Council to County Counsel addressing this issue.

Danielle Dowling presented a report on contract monitoring.

The Monthly Committee Update Report was included in the report. **See Attachment 11.**

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

None

Planning Council Support Staff Procedure Review Committee

None

Membership Committee Report

Ed Cueto presented the Membership Committee Report. **See Attachment 12.** He acknowledged the attendance of three prospective members, Nick Shadowwolf, Terry Benjamin, and Frank Culberson. Ed said Danny Colon was sent an autoresignation letter. He then recommended that Terry Benjamin be accepted as a Planning Council member from San Bernardino County. He also recommended a six-month leave of absence for Benita Ramsey of Riverside County, and asked for approval for the two new procedures recommended by the committee as well as approval of Terry Benjamin as a new PC member. The two procedures are Resignation of PC Members (**See Attachment 13**) , and Applicant Response Plan (**See Attachment 14**). A discussion followed. It was agreed to change a misspelled word in the Applicant Response Plan. Since it was a committee recommendation, Joe Acosta asked for a vote of the Planning Council. The vote was unanimous in support of the two new procedures and acceptance of Terry Benjamin as a new member.

Motion #03-17 was approved.

For: 18
Against 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

County Committee Reports –

Riverside County Committee - Joe Acosta reported that Riverside County had a brief discussion of the IGA.

San Bernardino County Committee –

Steve McGrew reported that there was a discussion regarding monolingual and outreach. Cherry Houston reported on a request to submit a bid for services to develop education and services for people of color. She said it was from the National Library of Medicine under the National Institute of Health. She said the application is due June 20, and thinks it is worth pursuing as an assistance to meet the Planning Council needs. Steve McGrew said the committee hoped the staff would contact Alex Taylor and get this information from him. He said that part of the report on Spanish speaking members was that Fred Flotho was putting together a goal for monolingual input for Planning Council members and the possible scheduling of quarterly meetings. **See Attachment 15.** Ed Cueto spoke to clarify that this document did not come from the Membership Committee. A group discussion followed. Joe Acosta said in the interest of time he would refer this form to the P & E Committee and also have staff research the document.

Executive Committee Report

Faith Davis-Bolton presented the Bylaws Committee Report. She said there were two meetings including a special IGA meeting. She presented **Attachment 16**, a draft of Bylaws Committee IGA Recommendations. A group discussion followed. Faith said the next meeting would also address any more issues regarding the IGA on June 9, and it would be videoconferenced and teleconferenced as well. John Brown made a motion to approve the recommendations as submitted by the Bylaws Committee. After discussion, there was a comment regarding correcting a misspelling of the word “termination”. Another comment was to amend #2, to say The Health Officer, or a designee of either County, would represent the San Bernardino County CEO or the Riverside County CEO. John amended his motion to include these changes. Will Trevizo seconded the motion. After discussion the motion was put to vote. The motion carried.

Motion #03-18 was approved.

For:	18
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

Underserved Population Report & Community Linkages

Cherry Houston announced the Youth Summit to be held later this month. She said a Men’s Summit would be held in July and plans were already in progress.

Consumer Advocacy and Education

Gregory French reported on the Consumer Advocacy & Education Committee. Gregory said his committee is working on the grievance procedure and is still working on a marketing plan for membership, and discussing a quality assurance workshop. He said they were also discussing a Celebration of Life to be held in October, to highlight Planning Council members and their dedication to working with the Planning Council. He announced June 27 as National HIV Testing, and said folders were on the table for providers if they need them. He cited **Attachment 17**, and **Attachment 18** to the group for their perusal.

Planning Council Training Report

None

Advocacy Reports –

Jack Newby reported on the CAEAR Coalition Conference. He spoke of ADAP issues, and reauthorization committee, as well as a presentation from HRSA. There was concern about the affected community not being as active as in prior years. Jack and Joe Acosta are both on the reauthorization committee.

Gregory French reported on AIDSWatch which was held on May 18-20 of this year in Washington DC. He said Inland Empire members who attended were Joe Acosta, Terry Benjamin and himself. He said several consumers represented a provider, DAP, including Jack Newby and Robert Farrell. He thanked everyone for attending and participating. Joe Acosta said he was very proud to work with Gregory and Terry, that they had done an outstanding job and the Planning Council should be very proud to have these two gentlemen represent them. Jack Newby said all the consumers did a wonderful job, and the Inland Empire made a really good impression this year. Joe Acosta was also one of the presenters and the response was amazing. Steve McGrew asked for a written report on the meetings so everyone could know what happened at the meetings.

John Brown reported the most recent information regarding co-pays and ADAP. He said at this time it is reasonable to expect that ADAP would be fully funded.

Public Comments

Jim Woodward strongly recommended a training in Conflict of Interest for the full Planning Council to provide the members with what State law requires, because that is the minimum that has to be in the Bylaws for Conflict of Interest. He said it really is important that Planning Council understand what State law requires on that subject. Secondly, he said a comment was made regarding members of the Council attending committee meetings in order to be aware of what the committees were doing if they were concerned about it. He said another area Bylaws is addressing is formalization of committee membership so that the committees have integrity as to what their membership is. However that doesn't prevent members of the Planning Council from attending as members of the public, or guests of the committees, but the action of the committees would be the business of the actual committee members. He said this would address the issue of burn out in most of the committee memberships, particularly by officers of the Planning Council feeling a need to attend all of the committee meetings in order to have input because the work is done in committee. He said it was really important to insure that committee memberships are representative of the full Planning Council and that the committee members know that what they recommend has to pass the full Planning Council, and understand an awareness of who is on the full Planning Council. He said it is wrong to say that if people want to have input on what comes out of the committees, and therefore the final decision, that they have to attend a committee meeting. He said that is not a structure as opposed to making your committees a committee as a whole without Planning Council structure, and that is going to kill your Planning Council.

Carolyn Harris gave a MIS Report. She wanted to thank Jeff Smith for publicly hosting the CAMINAR user's group and their hospitality in allowing for special things before the meeting was appreciated. She said the committee worked very hard on ARIES related issues. She said a vendor has been selected and they will be down in the next few weeks to get together with the local providers about further implementation.

Faith Davis-Bolton commented that the Planning Council might want to look at re-ordering the Agenda because the Committee Reports consistently happen toward the end of the meeting, and people seem to have to leave. She said periodically it would be nice if they were further up on the Agenda. Joe Acosta said he shared her views and it was very unfortunate that a large number of people are already gone and are missing a lot of good information. He said without objection this would be addressed at Executive level because one committee report was just as important as another one.

Announcements

Steve McGrew announced that in the paper yesterday, the June Issue of the American Journal of Public Health has a new study that fails to link sex to condom availability. In fact, at schools where condoms were available, the students were less likely to have sex than where they weren't available. He asked John Brown to report, in lieu of either health officer being in attendance, whether he had seen any signs of the new strain of staph infection. John replied "no". When asked about syphilis, John said the numbers are way down again for DAP.

Steve McGrew also announced the 20th Anniversary of the National Association of People With AIDS and they are having a Staying Alive Conference for all people who are HIV Positive Consumers in Denver, Colorado, August 15-17.

Review of Action Items

Daniel Perez said that staff will look into resources through HRSA for Spanish speaking materials that would facilitate the membership of Spanish speaking and monolingual individuals. He said staff would look into the scope of the population of Spanish speaking individuals. They would check out grant opportunities with Alex; they would look into developing a Spanish project. They would send via e-mail the request for catering. They would send a letter to County Counsel regarding HIPPA and PC; to submit to the Board of Supervisors the item appointing Terry Benjamin as a new member; to send to the Executive Committee the order of Agenda as a concern.

Agenda Items for Next Meeting

Agenda items for the next meeting should be directed to Vicki C. Devore at (909) 876-3960 or vdevore@dph.sbcounty.gov

Next Meeting

The next meeting will be June 26, 2003 at Inland AIDS in Riverside CA.

Adjournment

The meeting adjourned at 3:40 PM.

Certified:

Tom Prendergast, M.D. Date
Co-Chair

Joe Acosta Date
Co-Chair